

## City of Victorville Position Description

### **CITY ENGINEER**

#### **DEFINITION**

Under administrative direction, plans and directs the City's Engineering Department, which includes management of the Capital Improvement Program and other interdepartmental activities; develops and evaluates departmental plans, goals and objectives; advises the City Manager on matters pertaining to departmental policies and activities; performs, directs and supervises professional civil engineering work; and does related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

Persons allocated to the Executive Management class report to the City Manager and are responsible for the supervision of all divisions within their department, requiring technical and administrative expertise. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing an efficient, effective, departmental operation. The incumbent is expected to participate in the formation of City policies and to provide leadership on the management team.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, organizes, directs, coordinates, schedules and controls the activities and work of the various divisions of the department and all engineering activities, including redevelopment agency engineering design, surveying, street construction, traffic control, sewer extensions, drainage structures, assessment districts and other municipal facilities; monitors results to assess effectiveness and efficiency; provides technical assistance concerning plans, standards, specifications, estimates, contract documents and subdivision maps; supervises and participates in a variety of professional and sub-professional engineering work; directs and/or coordinates project inspections; conducts field reviews of both capital improvement projects and private development projects; supervises and participates in the review of proposed private development plans; evaluates compliance with laws, ordinances, and acceptable engineering standards, and recommends corrections or improvements; reviews plans of consulting/engineering firms performing work for the City and evaluates their performance; coordinates engineering activities with other department staff, City personnel, and agencies; attends and makes presentations to City committees, commissions, and City Council; selects, trains and motivates employees; prepares performance evaluations of immediate subordinates and reviews evaluations of department employees; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations; represents the City, in relations with the community, committees, local, state, and federal agencies, other departments, and professional organizations; supervises the maintenance of records, files and official maps; advises potential subdividers and developers regarding policies, requirements and problems to be encountered; prepares and administers the engineering budget and develops the five-year capital improvement program plan; establishes and maintains cooperative working relationships with the department heads, employees, administrators, contractors and the general public; meets with a variety of individuals and groups to provide information, enlists support and resolves issues; conducts special studies relative to departmental programs and submits recommendations on projects and programs to the City Manager; utilizes computer software programs competently; operates all City vehicles and equipment in a safe and efficient manner; performs related duties as required.

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### EMPLOYMENT STANDARDS

Training & Experience - Graduation from a four-year college or university with a major in civil engineering and five years of progressively responsible and varied professional public works and engineering experience involving the design and construction of a variety of public works, including at least two years in a supervisory capacity over professional and subprofessional engineering personnel.

Licenses & Certificates - Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors through the Department of Consumer Affairs. Possession of a valid Certificate of Registration as a Land Surveyor or Registration as a Civil Engineer prior to January 1, 1982 highly desirable. Possession of a valid unrestricted California Class "C" driver's license.

Knowledge & Abilities - **Knowledge of:** civil engineering principles and practices as applied to the field of municipal public works, including planning, developing, designing, constructing, operating and maintaining a variety of public works facilities; the methods of preparing designs, plans, specifications, estimates and reports related to public works facilities; traffic engineering principles and practices; applicable city, county and state laws regarding engineering. **Ability to:** plan, organize, direct, coordinate and supervise the work of employees engaged in a wide variety of municipal engineering activities; read and interpret construction plans and specifications; apply civil engineering principles to the solution of specific engineering problems; prepare comprehensive and complex technical reports and make effective presentations before groups; prepare and administer departmental budget and controls; operate all City vehicles and equipment in a safe and efficient manner; establish and maintain cooperative working relationships with employees, department heads, administrators, contractors and the general public.

### WORKING CONDITIONS

Work is performed primarily in an office environment, with exposure to those conditions normally encountered in a business office environment. Incumbent must visit job sites in the field on a regular basis. Visits to job sites include frequent exposure to dust, temperature, noise and inclement weather. Physical demands are light, consisting primarily of sitting, standing and walking. Incumbent will be required to respond to emergencies after regular work hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours. Must have the stamina to work long hours and attend night meetings when required.

APPROVED:

  
DIRECTOR OF HUMAN RESOURCES

  
CITY MANAGER

DATE REVISED: December 17, 1999

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12-17-99

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position

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